

# Contribution Plans are a Winning Hand

## APPL 2012

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US Army Corps of Engineers  
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# Contributions, Fundraising and Recognition

Simplest form of partnership. Acceptance of money, materials, or services

HQ suggested non-mandatory templates are available at

<http://corpslakes.usace.army.mil/employees/contribute/template.cfm>



# Partnering Authorities

- The contributions program was authorized by Public Law 102-580, Water Resources Development Act, 1992 (106 Stat. 4838), and 33 USC 2328, Sec. 203 to allow the acceptance of contributions from groups and individuals to provide for operation and management of recreation facilities and protection and restoration of natural resource at civil works water resource projects.



# Partnering Authorities

Contributions must be within current authorities, consistent within the Corps mission, and for work items contained in an approved annual 5-year operational management plan. A project or district-level contributions and recognition Plan serve as the agreement in this program to receive funds, materials, and services.



# Partnering Authorities

## Contributions, Fundraising, and Recognition reference guide, Oct 2008

- Roles and responsibilities of Corps employees;
- Criteria for determining when contributions may be accepted;
- Permissible activities associated with fundraising;
- Appropriate forms of donor recognition

<http://corpslakes.usace.army.mil/partners/pdfs/CFRG-2008.pdf>





# So what can be accepted as a Contribution?

Contributions include, but are not limited to cash, funds, materials and services for:

- The protection, improvement, restoration, rehabilitation, or interpretation of natural resources, environmental features, recreation areas and facilities, or cultural resources.



# Examples of Contributions

Accessibility improvements for people with disabilities

Rehabilitating existing facilities

Improving wildlife habitat

Producing interpretive and water safety brochures, publications and videos

Planting native plants and trees

Supporting endangered species recovery plans

Maintaining trails



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# Who can Accept Contributions?

- >\$2,500: Manager Approval
- >\$100K: Coordinate with Counsel
- >\$1M: OC, MSC, HQ NRM, DCW review
- Must have a donor recognition plan approved by OPM and OC (Alternative to individual project plans is to develop a district-wide plan. Can be included in contributions plan.)





# Ethics Considerations

- May not be accepted: Real Estate
- Contributions from an entity which holds or is seeking a concessions contract or which would identify the Corps with alcohol or tobacco products shall be declined.
- No Solicitation of Contributions
- No Lobbying
- Anti-Deficiency Act



# Maintaining Public Confidence in the Integrity of the Corps

- Before accepting, utilizing or recognizing direct contributions, a manager must consider the following factors:
  - a. Maintain the integrity of the Corps programs and operations.
  - b. Maintains public confidence in the Corps and its programs and employees.



- The donation is not, or does not appear (by its size or circumstances) to be an attempt to influence any significant Corps decision or action that would affect the donor's interests, or obtain special treatment in dealing with the Corps.
- The donation and any conditions or restrictions on it are consistent with, law, regulation, Corps policy, authorized project purposes or applicable project plans.
- The donation will not be used by the donor to state or imply Corps endorsement of the donor or the donor's product, service or enterprise.



# **Maintains public confidence in the Corps and its programs and employees.**

- Acceptance would not likely result in public controversy.
- The donation comes only with conditions that are consistent with Corps program and policy goals.
- The donation consists of only goods or services needed by the Corps.
- The donor has no known involvement in litigation or other current disputes with the Corps



# Contribution Boxes

A contribution or donation box may be set up at field offices, visitor centers and other appropriate locations. The installation of a contributions box is optional and at the manager's discretion. The contribution box should be locked and have a sign stating the use of the contributions. It should be clear to the visitor that any money collected is a voluntary contribution and is not required for touring the visitor center, receiving brochures or pamphlets or any other services.



# Accountability for Contributions

- All non-monetary contributions must be recorded, accounted for and managed in the same way as other Corps property
- Monetary contributions will be accounted for in accordance with memo dated 21 May 2008, Subject: Collection of Civil Works Appropriation Reimbursements
- Submit an annual report of the total amount of contributions via OMBIL





# Volunteers in OMBIL?

## Step 1. Recreation Annual Updates Annual Project Data Update

Enter all volunteer hours in this section of OMBIL.

## Step 2. Recreation Annual Update- Partnership Update

Distinguish the type of partnership the volunteer is associated with.



# Step 1. Recreation Annual Updates- Annual Project Data Update

- ▶ Enter all volunteer hours in this section of OMBIL.
- ▶ This is where you will capture the total number of volunteers, total hours of service.
- ▶ Some volunteers such as camp host, gate attendants, and others may only be counted in the Annual Project Update.



## **Step 2. Recreation Annual Update- Partnership Update**

- Can they be a part of Contribution Agreement?
- Can they be part of a Handshake Agreement?
- Can they be volunteering for the Cooperating Association?
- Can they be part of a MOU/MOA?



## How to Enter Volunteer Data in OMBIL

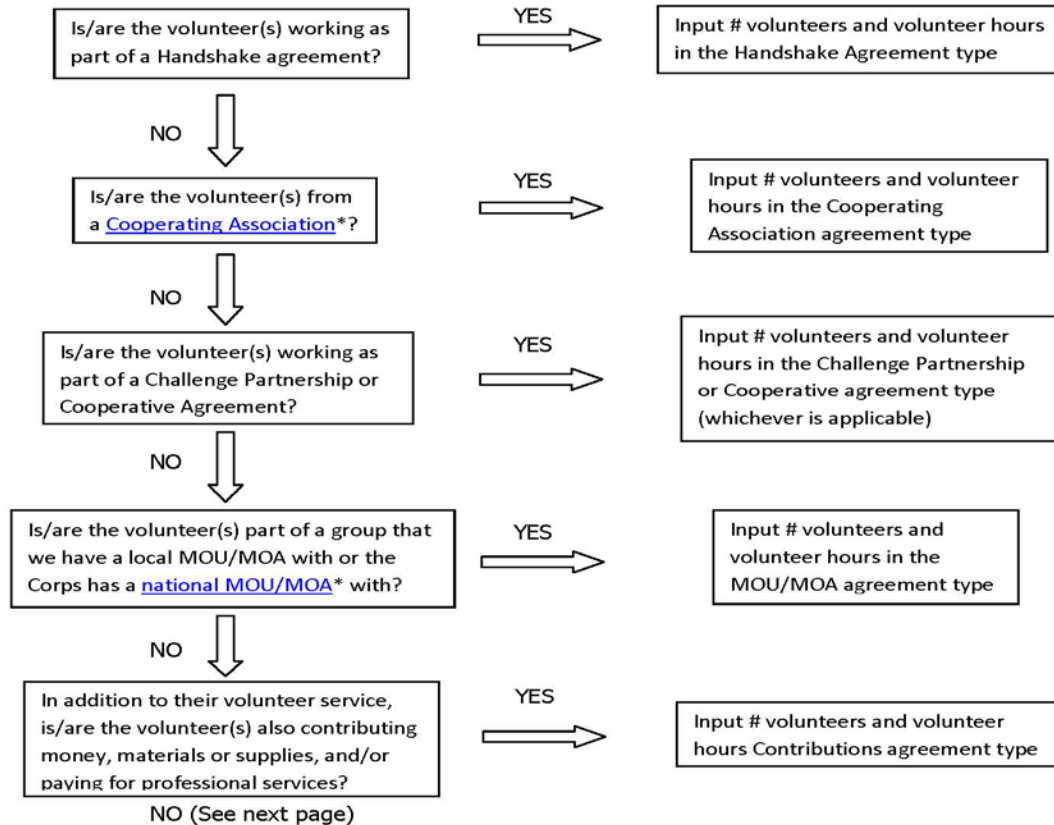
### **Step 1. Recreation Annual Update- Annual Project Data Update**

Enter ALL volunteer hours in this section of OMBIL. This is where you will capture the total number of volunteers, total hours of volunteer service (which will auto-calculate the total value of the service), and total incidental expenses reimbursed to all volunteers for the FY.

### **Step 2. Recreation Annual Update- Partnership Update**

In addition to gathering information about the overall number of volunteers, hours, and value, we are also trying to capture more detailed data about volunteers that are part of a partnership. Some volunteers such as camp hosts, gate attendants, and other individuals that volunteer may only be counted in the Annual Project Data Update. Other volunteers that are part of a group which falls under a partnership agreement, should also have their hours counted in the Partnership Update.

Please use the flow chart below to determine whether to count a particular individual volunteer's or group of volunteers' hours in the Partnership Update section of OMBIL.



# Resources: Partnership Advisory (PAC)

- **SPD:** Joel Miller, [joel.d.miller@usace.army.mil](mailto:joel.d.miller@usace.army.mil)
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**Natural Resources Management Gateway**

*to the future . . .*

- <http://corpslakes.usace.army.mil/nrm.ctm>



# Questions



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